

**PERSONS REQUIRED TO SUBMIT IDENTITY VERIFIED FINGERPRINTS
WHEN APPLYING FOR A FINGERPRINT CLEARANCE CARD**

- Complete the Fingerprint Clearance Card application form and the top portion of the fingerprint card.
- If you are going to be paying fees yourself, obtain a money order or cashier's check in the amount of \$67 or \$65 if you are a volunteer who is required to obtain a fingerprint clearance card to provide services in a charter school. The cashier's check or money order must be made payable to DPS.
- Take the application form, fingerprint card, cashier's check or money order, return envelope and a valid photo ID to the person who will be taking your fingerprints. There may be an additional fee to have your fingerprints taken.
- The person taking the fingerprints shall compare the photo against the applicant desiring to be fingerprinted and compare the demographic information on the photo ID against the demographic information on the application form to ensure the information matches.
- The person taking the fingerprints can not return the fingerprint card to the applicant. The person taking the fingerprints must complete the "Attention Fingerprint Technician" section of the application form. If this section is not completed the applicant packet will be returned.
- The person taking the fingerprints should then place the application form, cashier's check or money order and the fingerprint card in the self addressed return envelope provided by the applicant and place the envelope in the mail.

**PERSONS REQUIRED TO SUBMIT IDENTITY VERIFIED FINGERPRINTS TO
THEIR SCHOOL AND WHO WILL BE FINGERPRINTED BY A SCHOOL
EMPLOYEE**

- Complete the top portion of the fingerprint card.
- Take the fingerprint card and a valid photo ID to the person who will be taking your fingerprints.
- The person taking the fingerprints shall compare the photo against the applicant desiring to be fingerprinted and compare the demographic information on the photo ID against the demographic information on the fingerprint card to ensure the information matches.
- The person taking the fingerprints can not return the fingerprint card to the applicant.
- The person taking the fingerprints shall provide the following information on a form developed and provided by the school:
 - 1.Their printed name.
 - 2.The name of the school.
 - 3.The type of photo ID used to verify the applicant's identity; i.e. driver's license, passport, MVD issued ID card, etc.
- The form shall be maintained by the school.
- The school shall submit the fingerprint card to the DPS Applicant Team as is current practice.

**PERSONS REQUIRED TO SUBMIT IDENTITY VERIFIED FINGERPRINTS TO
THEIR SCHOOL AND WHO WILL BE FINGERPRINTED BY OTHER THAN A
SCHOOL EMPLOYEE**

- Complete the top portion of the fingerprint card.
- Take the fingerprint card, the form developed and provided by the school for the taker of the fingerprints to complete and a valid photo ID to the person who will be taking your fingerprints.
- The person taking the fingerprints shall compare the photo against the applicant desiring to be fingerprinted and compare the demographic information on the photo ID against the demographic information on the fingerprint card to ensure the information matches.
- The person taking the fingerprints shall provide the following information on a form developed and provided by the school:
 - 1.Their printed name.
 - 2.The name of the school.
 - 3.The type of photo ID used to verify the applicant's identity; i.e. driver's license, passport, MVD issued ID card, etc.
- The completed fingerprint card and the form shall be submitted to the school by the person taking the fingerprints.
- Under no circumstances is the fingerprint card to be returned to the applicant.
- The school shall submit the fingerprint card to the DPS Applicant Team as is current practice.

If you have any questions concerning these collection and submission instructions from the Arizona Department of Public Safety, please contact Mr. Joe Cesko (602) 223-2401.

